

11D PAM 1-201
COMMAND INSPECTION CHECKLIST

FUNCTIONAL AREA: Supply and Services	CHAPTER: 11 SECTION: B	DATE OF REVISION: 1 SEP 02	
PROPONENT/PHONE NO: G4 350-6657/6226	PROGRAM/ACTIVITY/TOPIC (PAT) S4 Operations	UNIT INSPECTED/DATE:	
ITEM		GO	NO GO
<p>NOTE: When using memorandums for justifying missing documents the memorandums must be signed by the battalion commander.</p> <p>A. Specific Questions:</p> <p>1. Administration:</p> <p style="margin-left: 20px;">a. Is there a list of file numbers on hand?</p> <p style="margin-left: 20px;">b. Does the S4 have all the files established/labeled IAW AR 25-400-2? (MARKS)</p> <p style="margin-left: 20px;">* c. Is the current SOP on hand and signed by the Approving Authority/Commander?</p> <p style="margin-left: 20px;">* d. Are the adjustments for the losses of durable hand tools up to \$100.00 per incident prepared on a memorandum for record? (AR 735-5)</p> <p style="margin-left: 20px;">e. Are adjustments for losses of durable tools being summarized quarterly and reviewed by the Approving Authority? (AR 735-5)</p> <p style="margin-left: 20px;">* f. Are copies of the quarterly summaries of durable tool adjustments retained on file for two years? (AR 735-5)</p> <p style="margin-left: 20px;">* g. Is the Report of Survey Register on file and properly maintained?</p> <p style="margin-left: 20px;">h. Are DA Form 4697s on file?</p> <p style="margin-left: 20px;">i. Are the DA Form 4697s prepared IAW AR 735-5?</p> <p style="margin-left: 20px;">j. Are corrections made to documents IAW the guidelines found in AR 735-5?</p> <p style="margin-left: 20px;">* k. Are delays explained in writing and attached to the Report of Survey (ROS) as an exhibit? (AR 735-5)</p> <p style="margin-left: 20px;">l. Are exhibits labeled IAW AR 735-5?</p> <p style="margin-left: 20px;">* m. Has a Command Supply Discipline Program (CSDP) monitor been appointed in writing? (Normally a senior logistician.) (AR 710-2)</p> <p style="margin-left: 20px;">* n. Are semiannual Command Supply Discipline Program (CSDP) evaluations conducted by brigade and on hand?</p> <p style="margin-left: 20px;">* o. Are quarterly/semiannual evaluations of subordinate unit/activities conducted under the Command Supply Discipline Program (CSDP)?</p> <p style="margin-left: 20px;">* p. Is each quarterly/semi-annual evaluation on file per unit (4 ea)?</p> <p style="margin-left: 20px;">* q. Has the supervisor of the inspected unit/agency established suspense/get well dates for corrective actions for faults found during CSDP evaluations? (AR 710-2-1)</p> <p>2. Class III:</p> <p style="margin-left: 20px;">* a. Has the commander appointed a responsible individual in writing to act as the PBO? (AR 710-2)</p> <p style="margin-left: 20px;">b. Are bulk petroleum receipts assigned document numbers, posted to the DA Form 3643 and document register?</p> <p style="margin-left: 20px;">c. Are all issues and receipts of fuel being posted to DA Form 3644 (monthly abstract of issues) when completed on a daily basis? (DA Pam 710-2-1)</p>			

ITEM	GO	NO GO
<p>d. Are completed DA Form 3644s prepared correctly?</p> <p>* e. Are DA Form 3644s assigned a document number and posted to the document register? (DA Form 710-2-1)</p> <p>f. Are the monthly bulk petroleum accounting summary (DA Form 4702-R) prepared correctly? (DA PAM 710-2-1)</p> <p>g. Are DA Form 4702-Rs assigned a document number and posted to the document register ?(DA PAM 710-2-1)</p> <p>h. Has DA Form 4702-Rs been signed by the Approving Authority? (DA Pam 710-2-1)</p> <p>i. Is a copy of the fuel report provided to the MMC Class III by the 5th calendar day of the month?</p> <p>* j. Does the unit have a computation of their basic load?</p> <p>k. Are basic and operational load lists (DA Form 2063-R) established and maintained on file in the unit? (AR 710-2)</p> <p>l. Are basic and operational load lists/DA Form 2063-R signed by the current using unit level commander or approving authority?</p> <p>* m. Are DA Form 3318s for basic and operational load properly maintained? (AR 710-2/DA Pam 710-2-1)</p> <p>* n. Is the basic load on hand or on a valid requisition? (AR 710-2)</p> <p>* o. Is the basic load stored separately from the operational load?</p> <p>p. Is the operational load on hand or on order?</p> <p>* q. Are semiannual inventories of basic load conducted and inventory results on file? (2 ea) (AR 710-2)</p> <p>* r. Are the review/inventory results posted to the DA Form 3318?</p> <p>* s. Are Class III document registers on hand? (3 ea) (DA Pam 710-2-1)</p> <p>* t. Are the document registers prepared correctly and properly maintained?</p> <p>Items denoted with (*) are required checks IAW the Management Control Plan (MCP)</p> <p>Rating Standards (Functional Area – S4 Operations)</p> <p>All points are determined as follows:</p> <p>Point Value per Question = 100/Total Applicable GO/NO GO Questions</p> <p>Score = Total Possible Points – (Point Value x Number of NO GOs)</p> <ul style="list-style-type: none"> • Commendable – 90% of all items receive a “GO” rating. • Satisfactory – 75%-89% of all items receive a “GO” rating. • Needs Improvement – 74% and below of all items receive a “GO” rating. <p>Inspector’s comments mandatory for all “NO GO” items. (Attach additional sheets if necessary.)</p>		

NOTES:

VERIFICATION

X _____
Unit POC's Signature, Name Rank, Date

X _____
Inspector's Signature, Name Rank, Date